

**Subject:** Finance Committee Process

**From:** Brooke Rios <brios@newlosangeles.org>

**Date:** 1/16/19, 11:58 AM

**To:** Ryan Griffin <rgriffin@exed.net>, Xochitl Lira <xlira@newlosangeles.org>

Hi Xochitl and Ryan,

Earlier this year, Matt outlined the following process for finance committee calls:

Two weeks before the board meeting:

1. Ryan will send the three of us financials of the previous month (for example, he will send June and July to us this week).

2. The four of us will get on a call to go through the financials in order to make sure the three of us know everything about them.

3. Ryan will make any changes or clarifications based on our call.

One week before the board meeting:

1. Ryan will send the financials to the committee on Monday.

2. The committee will have a call to review.

3. The materials will be finalized and sent to the board with the meeting agenda and materials.

We only did this a few times, but I would like to move forward and make this established practice. Ryan, this may work as the monthly check in you and I discussed today.

I would like to look at scheduling a meeting for the three of us on Wednesday, January 30 at 1:00 pm to review the November and December financials. Does this work for you both?

Thanks!

Brooke

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